

Nanpean Community Primary School
Nurturing Children's Passion to Succeed
ACHIEVING HIGH ATTENDANCE – January 2019

A. Be familiar with the content of documents such as 'Achieving High Attendance' and follow recommendations from these. Ensure that Attendance is a key focus and that the importance of maintaining high attendance is communicated to parents and children.

B. Daily Attendance Tasks:

- Registers are taken using eSchools software by each class teacher/ HLTA and are imported into SIMS
- Administrative Assistant checks registers and follows up on non-attendance.
- Informs head teacher of absence of children who are classified as persistent absentees for head teacher to follow up on if necessary.

Unaccompanied Children

- A phone call is made to parents/ carers by 9.30am to establish the reason for the absence.
- If no contact can be made, a second phone call will be made to parents/ carers by 10.30am.
- If no contact is made with parents/ carers on the first day and the child is absent on the second day, all contacts will be contacted on the second day to establish the reason for absence.
- Notes added to SIMS register to indicate that attempts have been made to contact parents/ carers.

Accompanied Children (Those not on our unaccompanied list)

- A text message is sent to parents/ carers by 9.45am to establish the reason for the absence.
- If no contact can be made, a phone call will be made to parents/ carers by 11.30am.
- If no contact is made with parents/ carers on the first day and the child is absent on the second day, all contacts will be contacted on the second day to establish the reason for absence.
- Notes added to SIMS register to indicate that attempts have been made to contact parents/ carers.

C. Weekly Attendance Tasks:

Every Thursday afternoon, attendance for each class is included on the newsletter. Where attendance of a class is of concern, the office supervisor checks the register to ascertain the cause of this.

Every Friday morning, Head Ted, the attendance bear, is presented to the class with the best attendance for the week.

On a Monday, the Office Supervisor monitors registers from the previous week.

- Follows up on absences that have not been explained.
- Monitors unauthorised absences.
- Informs the head teacher and makes referrals to Caroline Hunt where there have been 10 sessions of unauthorised absence for a child in a 10 week period.
- Informs Caroline Hunt and head teacher where a child has more than 10 sessions of unauthorised absence.



D. Monthly Attendance Tasks:

At the beginning of every month Attendance Data for the previous month is updated, with focused Monitoring to include:

- Children with Attendance at less than the National Expectation of 96%.
- Children who ended the previous academic year as a persistent absentee, or who has been a persistent absentee at any point during the current academic year.
- Children with 'broken weeks' to determine if there is a pattern to absences, to help school to identify any possible issues and discuss ways to solve them with Parents / Carers and the children.
- Children with high levels of unauthorised absence.
- Children that are consistently late.
- Where appropriate, send home warning or notification of improvement letters (Appendixes), arrange meetings with Parents, and inform SWO (Student Welfare Officer) Caroline Hunt if necessary.
- Governor monitoring of attendance with the head teacher, office supervisor and Caroline Hunt (SWO) takes place. Referrals made as necessary.



Where attendance has dropped below 96% for the first time and there are fewer than 10 sessions unauthorised absence
Monitor

Where attendance has dropped below 90% for the first time
OR
Where attendance is below 96% and has declined for the second month
AND
There are fewer than 10 sessions unauthorised absence
Letter A

Where Letter A has been sent, but attendance has continued to decline
Letter B
Inviting parents in to meet with head teacher/ assistant head teacher. Follow up and make arrangements for meeting to take place.

Where there have been at least 6 sessions of unauthorised absence
Letter C

Where attendance has improved from under 90% to over 96%.
Letter D



Continually repeat steps C (weekly) and D (monthly).



E. Termly Attendance Tasks:

At least once a term attendance is reported to parents/ carers by class teacher and parents/ carers are given the opportunity to discuss this with staff.

Attendance is reported to Governors in the Curriculum Committee.

At the end of every term,

- Children with 100% attendance for the term are acknowledged and given reward certificates and wristbands.



F. Annual Attendance Tasks:

- Attendance Policy is reviewed and approved by Governors. Policy is published on the website.
- Governors review and set a new attendance target for the next academic year.